

NOTICE OF IMPENDING SCREENINGS

Dear Applicant:

Thank you for choosing The City of Fayetteville to help meet your employment and career goals. We appreciate the time you are taking to complete our standard application process.

The City of Fayetteville is committed to providing a safe and comfortable environment for clients and their families, as well as offering all employees the security of knowing their coworkers are as trustworthy, safety oriented, and drug free as they are.

In order to meet these safety and security goals, in addition to requiring that all potential new employees be tested for illegal drugs, The City of Fayetteville also conducts a thorough background screening. If you are considered for employment, please note that some or all of the following employment screenings will be performed:

The City of Fayetteville will conduct a **CRIMINAL RECORDS CHECK**.

The City of Fayetteville will contact **PREVIOUS EMPLOYERS & EDUCATION OFFICIALS** (if appropriate).

The City of Fayetteville will check your **DRIVING RECORD** (if your job involves driving a City vehicle).

The City of Fayetteville may request additional levels of background screening when appropriate.

If there are any issues in your past that need to be resolved before The City of Fayetteville initiates this background screening, please discuss them with the appropriate Department Head or let us know that you are not ready for us to complete this essential process. We will hold all applications for 30 days.

Again, thank you for applying for employment with The City of Fayetteville.

Undersigned Signature: _____

Printed Name: _____

Date: _____